

**6.12 Transferring Months of Service Form****TRANSFERRING MONTHS OF SERVICE/LEAVE BALANCES  
WITH NO BREAK IN SERVICE**

Going From	Going To	Months of Service		Leave Balances	
		Yes	No	Yes	No
Teachers' Retirement	Executive Branch	X		X	
PVA	Executive Branch	X		X	
Administrative Office of the Courts (AOC)	Executive Branch	X		X (except for Comp time)	
Board of Education	Executive Branch (only if going to Department of Education)	X		X (Sick leave only)	
Board of Education	Workforce Development Cabinet – if to 151B – Dept. for Adult & Tech. Education	X		X (Sick leave only)	
Unified Prosecutorial	Executive Branch	X		X	
Legislative Research Commission	Executive Branch	X		X (except for Comp time)	
KCTCS *	Executive Branch or to 151B	X			X
Chapter 16 (Trooper)	Executive Branch	X		X	
Executive Branch	Executive Branch	X		X	
Colleges or Universities	Executive Branch		X		X
County or City Government	Executive Branch		X		X
Kentucky Housing Corporation	Executive Branch		X		X
Local Health Departments	Executive Branch		X		X
Returning Retirees	Executive Branch		X		X
151B	Executive Branch	X			X
Executive Branch	151B	X			X
Ky Retirement System HB 461 (To and From)	Executive Branch To and From	X		X	

**Note:** Since we do not process P-1 actions on Teachers' Retirement, PVA, AOC or Board of Education, agencies will need to call them to get the information. If there is a break in service, then employees would be paid for their annual and comp (up to the max). If an employee is coming from Unified Prosecutorial System, then agencies would need to contact this agency for their months of service and leave balances since this is not stored on the payroll file.

\*KCTCS only up to July 1, 1998.

**6.13 Authorization for Returning Retiree Form**

**AUTHORIZATION FOR RETURNING RETIREES**

**NAME** \_\_\_\_\_

**SSN** \_\_\_\_\_

**AGENCY** \_\_\_\_\_

**EFFECTIVE DATE** \_\_\_\_\_

**POSITION NUMBER** \_\_\_\_\_

**TYPE OF APPOINTMENT:**

\_\_\_\_\_ **PROBATIONARY FULL-TIME**

\_\_\_\_\_ **PROBATIONARY PART-TIME**

\_\_\_\_\_ **NON-MERIT SERVING SIX-MONTHS PROBATION**

\_\_\_\_\_ **INTERIM (LESS THAN 9 MONTHS)**

\_\_\_\_\_  
**CABINET SECRETARY**

\_\_\_\_\_  
**DATE**